

**WASTE WATER DIVISION
ASSISTANT CHIEF OPERATOR
M6**

DEFINITION

The Assistant Chief Operator performs skilled technical and maintenance work assisting in the daily operation, testing, and maintenance of the wastewater treatment facility, and ensuring compliance with operation, maintenance and reporting processes; all other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Performs daily inspections to ensure the correct operation of chemical injection pumps clarifiers, pump stations, waste water treatment facilities..

Maintains laboratory requirements, methods, sampling, and quality control; documents laboratory tests for reports to state and federal agencies.

Assists the Chief Operator with the operations of the waste water pump stations and waste water treatment facilities and all other related issues; acts as the employee in charge of the system in the absence of the Chief Operator.

Assists the Chief Operator in overseeing, directing and training personnel assigned to division; assists the Chief Operator with the coordination of activities, compiling data, and making recommendations regarding system operations.

Performs duties of other personnel when necessary, including mechanical repairs, monitoring of equipment and other activities.

Performs similar or related work as required, or as situation dictates.

SUPERVISION

Works under the general direction of the Chief Operator; responsible duties require the use of independent judgement in operating and maintaining the waste water distribution system and waste water treatment facilities. Questionable situations involving technical problems and issues are referred to the Chief Operator.

SUPERVISORY RESPONSIBILITIES

In the absence of the Chief Operator, supervises approximately four full-time employees.

WORK ENVIRONMENT

Majority of work is generally performed under shop, treatment facilities, or field conditions, with some work performed with exposure to outdoor weather conditions, loud noises, hazardous chemicals and toxic conditions, fumes or airborne particles, and electrical hazards. The workload is subject to seasonal and unexpected fluctuations. The employee is required to work periodic weekends and holidays and may respond to emergency situations.

The employee operates standard office equipment, , light truck, light equipment , including waste water treatment plant laboratory equipment and pumps. Contact with the general public is limited; the employee has contact with other town departments and regulatory agencies.

Errors could result in danger to public health or safety, delay or loss of service, injury to self or others, monetary loss, damage to buildings or equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

High school diploma and technical training in the waste water treatment field; four years of experience in waste water treatment operations and maintenance at a Grade 6 waste water treatment plant operator level; or an equivalent combination education and experience.

Additional Requirements

Massachusetts Waste Water Treatment Plant Operator's license, Grade 6

Valid Massachusetts motor vehicle operator's license.

Knowledge, Ability and Skill

Knowledge of the design and operation of water treatment plant facilities; knowledge of waste water distribution systems; basic knowledge of federal, state, and local waste water regulations; knowledge of laboratory testing and sampling techniques and procedures.

Ability to perform and analyze facilities operations; ability in, and understanding of, the fundamentals of waste water treatment systems; ability to meet maintenance schedules; ability to keep detailed records; ability to work without direct supervision.

Maintenance skills; skill in the operation of required tools and equipment.

PHYSICAL REQUIREMENTS

Moderate physical effort is generally required to perform duties. The employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, climb or balance, stoop, kneel or crouch, and reach with hands and arms. The employee is routinely required to lift objects weighing up to 60 pounds. Vision requirements include the ability to read and analyze documents, use a computer, and operate motor vehicles and other equipment.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the need of the employer and requirements of the job change.